

VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.

BOARD OF DIRECTORS

Minutes of Meeting 8:05 AM - 10:22 AM on March 19, 2013

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Executive Director David Brotzman called the meeting to order at 8:05 a.m. The membership was represented as follows:

Richard Boes (Agency of Administration)	Present
Aaron Worthley (Private Sector – GIS Community)	Present
Peter Fellows (Regional Planning Commissions)	Present
Thomas Hurd (Agency of Transportation)	Present
VACANT (House of Representatives)	Absent
Senator Kevin Mullin (Vermont Senate)	Absent
Leslie Morrissey (Higher Education)	Absent
Melissa Prindiville (Agency of Commerce & Community Development)	Present
Peter Telep (Agency of Natural Resources)	Present
Bruce Urie (VT Municipalities)	Absent
Beverley Wemple, Ph.D. (Higher Education)	Absent

Executive Director David Brotzman and Outreach Coordinator Leslie Pelch represented the staff.

## Approval of Minutes

Melissa Prindiville stated that the minutes of the December 11, 2012 meeting did not accurately reflect the discussion about maintaining service by VCGI to non-state-government entities if the transition to a division within DII occurs. David Brotzman agreed to correct that component.

Thomas Hurd moved to approve the minutes of the December 11, 2012 meeting with revisions. Peter Fellows seconded the motion. The motion was approved unanimously.

## Financial Report

*Variable Budget* - David explained relatively high change in budget compared to last month as being due to the level of sub-contractor billing. Auditor billing seems high, but it is due to a small mistake in this year's budget - contract with Auditor show higher amount, but budget was not previously adjusted to reflect that.

*Balance Sheet* – Plenty of cash is in Capital Reserve.

*Income Statement* – We have been sitting well due to the NTIA contract. This level of income will soon start to decrease, however.

*Revenue Projections Report* – Revenue is going well.

## Operational Review

- *DEMHS, VCGI, and partners*: DEMHS has asked us to pause in the effort to address the need to have a single road closure data source. They are internally reviewing how this should be handled.
- *Homeland Security Unit – Virtual Vermont* – Project will end by March 31, 2013.
- *Hosting Services for E911* – VCGI has entered into an agreement with E911 for data services that will be hosted by VCGI.
- *State Broadband Initiative* – NTIA did formal review of Match and no issues were found.

- *Imagery* – The Spring 2012 imagery has been released. Chittenden county is paying for a "buy-up" to 15 CM resolution, and Barre/Montpelier area will be collected at 30 CM (paid for by USGS). Imagery from the storm-driven flight of 2011, which is composed by 22 data tiles, is now available.
- *Virtualization* – Virtual environment is live and in use.

## Strategic Planning

- David reported that the House Government Opps Committee is close to releasing a bill with language that would create the Division of Geospatial Services within DI&I, and would create 6 positions in that Division, to be filled by current staff at VCGI.
- House Appropriations Committee has also reviewed the plan and doesn't seem to have any objections.
- There was concern that the VT State Employees Union (VSEA) might demand that the positions be open for others to apply when the positions are created. House Gov.Opps was waiting to speak with a representative of the union before releasing the bill for crossover.
- Other aspects of the bill Gov. Opps is considering include taking out the section designating VCGI as a nonprofit, adding the section moving us into DI&I, and changes to capitalization.

Thomas Hurd asked whether the crossover date has been missed. Richard Boes indicated that it has not. Peter Fellows asked if there was an expected date of release. David said, no, it just depended on the meeting with the VSEA representative and the decisions of the Gov. Opps committee.

Aaron Worthley asked whether all positions at VCGI will be moved into DII. David replied that all the only positions that will not be moved are the contract Financial position and the temporary technician (that position would probably end before organizational change anyway since it relies on grant/contract support and tasks). 6 full time positions would move.

Aaron also asked about the Outreach Coordinator position seemingly morphing into a Internet Website manager position. David explained that he and DI&I staff had to find existing IT positions that were appropriate to staff pay levels and duties. Since there are no outreach positions currently described among the IT positions, and since the Outreach Coordinator does currently fill the role of Web Content Manager, that was the best match.

Richard and David explained that all positions include the formal description of duties as well as "other duties as assigned" and that none of the staff will be limited by the title and descriptions of the positions they would move into.

Aaron Worthley also asked about plans to communicate about what is happening to VCGI to the GIS community. Leslie and David explained that we have been waiting to make a formal announcement until a bill actually comes out of committee. Leslie has met with the Chief Marketing Officer to discuss the issue of communicating with existing and new constituents.

David talked a little more about the testimony he gave to the Senate Appropriations committee. He highlighted current strains on funding due to reduced federal grant opportunities, state reluctance to engage in sole source contracts, at the same time that there is an increased demand for geospatial services and products. He pointed out that this change would reduce some business expenses and the cost of benefits. Therefore more resources will be available to serve constituents (state gov't and others) with expertise, coordination, training, and the provisions of geospatial data.

The funding "goal" is approximately 80% state funding to 20% grants and contracts (in contrast to current

60%:40%).

Melissa Prindiville requested clarification of aspects of the legislative language being considered. She was concerned that certain state agencies are specified while others are not. This is primarily a reflection of the age of the original language (e.g. the Agency of Agriculture was a Dept. back then, so it is not named). Melissa asked whether this is an opportunity to update and improve the language that describes what VCGI does and for whom. David and Richard both emphasized that now is not the best time to get into substantive changes beyond what is required. The more changes are requested, the more "uncomfortable" the legislature gets, and the more close the scrutiny the requested change is likely to get. They suggested that an appropriate time to improve the statutory language would be after the current change is approved and VCGI has moved into DI&I.

Aaron Worthley asked whether the VCGI "brand" will be retained since the legislative language indicates the creation of the "Division of Geospatial Services." David said no, we will have to let go of the VCGI acronym.

Peter Fellows asked whether there was discussion of the "allocation" that DI&I would have to institute to help support the Division of Geospatial Services? David pointed out that if this change happens for fiscal year 2014, the organization's current funding and grants/contracts would continue through that whole fiscal year and a bit into the next, so we wouldn't actually need additional funding that first year. In following years, we would gradually need a bit more each year until we reached a sustainable balance (perhaps the 80%:20%).

*Post meeting note: The VSEA indicated to House Gov. Opps that they did not feel the positions would need to be open to applications, and Gov. Opps did pass the bill out of committee. David made an announcement on the VGIS-L listserv and pointed people towards the legislation.*

## **Review of VT GIS Parcel Mapping Guideline**

Leslie Pelch gave a brief overview of the history of the parcel data standard and the parcel mapping guideline. Originally, there was no standard, only the Guideline, which provided a fair amount of technical suggestion/direction re: GIS data. Several years ago, a subcommittee of the Technical Advisory Committee (of the Board of Directors) started working on a GIS Parcel Data standard. That was completed and approved last year. This year, the group met several more times to finalize a Guideline to complement the standard.

Aaron Worthly moved to approve the Guideline. Thomas Hurd seconded. The motion passed unanimously.

## **Schedule of Next Board Meeting**

Next meeting was tentatively scheduled for June 11, 8:30 - 10:30